

MATRAVERS SCHOOL

POST-16 ADMISSIONS POLICY

2019/20

POLICY AND NUMBERS

The school has capacity in its Sixth Form for 161 pupils across two year groups and so the admission number for entry to year 12 is 80 minus those pupils eligible to transfer from Matravers' own Year 11. To facilitate a wider range of courses, for minority subjects the school may liaise with other Post 16 institutions in Wiltshire.

The deadline for applications is the end of Term 2 of the academic year prior to admission. Late applicants will only be considered if space remains in the Sixth Form. Students making late applications should be aware that spaces may only be available on a limited number of courses.

Applications should be made directly to the school.

Students must meet the minimum requirements for entry.

OVER-SUBSCRIPTION

All students with Statements of Special Educational Needs or EHCPs where Matravers is named on the Statement, and where the school can best meet the needs of the student, will be offered a place.

After those students, where applications for admission exceed the number of places available, the following criteria will be applied, in order (and subject at all times to the agreed entry requirements):

1. Looked-after children / previously looked-after children* from any geographical area.
2. Pupils who have studied at Matravers in years 7-11
3. External pupils

If the school receives applications which exceed the capacity of the 6th Form, these applications will be reviewed initially according to steps 1-3 above and then on a first-come first-served basis. In order to distinguish between children within a category, nearness of the student's home to the school as measured by the distance in a straight line from the main entrance of the school to the entrance of the home, will be used.

** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).*

ENTRY REQUIREMENTS AND OPTIONS:

Students, both internal and external, will be offered an interview before being offered a place in the 6th Form and finalising their options.

The Board of Governors will allocate places on oversubscribed courses, in priority order, to those students (both internal and external) with the highest average points score in their eight best GCSE or L2 Vocational Qualifications which must include GCSE English and Maths. Pupils meeting the minimum academic entry requirements to whom we are unable to offer places on their chosen courses will be offered alternatives where possible.

Entry into year 13 courses is not automatic. This is assessed on the basis of the successful completion of Year 12, including the successful completion of AS examinations where appropriate.

Academic entry requirements:

1. Applicants will have gained 5 Grade 4+ GCSE grades or Merit grades in vocational qualifications, including Grade 4+ GCSE English & Grade 4+ GCSE Maths.
2. Minimum course requirements for each subject must be met as specified in the Sixth Form prospectus.
3. Applicants will be able to demonstrate a good record of behaviour, attendance and punctuality during Key Stage 3 and 4.
4. In exceptional circumstances, school leaders may consider candidates who do not fulfil the requirements 1 and 2.
5. Candidates without Grade 4 in GCSE English and / or Maths will be required to attend lessons in these subjects and re-sit the exams until they have successfully achieved this level.

APPEALS

The school has established independent appeals arrangements against non-admission. Parents whose applications are unsuccessful (but where the student has met the entry requirements 1,2 and 3 as specified above) have the right of appeal by making application to the clerk to the governors within 20 days of receiving the letter of refusal. This appeal will be heard independently of the Board of Governors.

Details of how to appeal and the appeals form are available on the school's website, or may be obtained from the clerk to the governors (email: jyeatman@matravers.wilts.sch.uk).

Issued / last updated:	October 2017
Adopted by Governors:	17/10/17
Reviewed by:	Full Governing Board
Review interval:	Annually